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CONFIDENTIAL

25 October 1951

MEMORANDUM FOR: AD/TRC

SUBJECT: Staff Training Weekly Activity Report;
18 through 25 October 1951

1. Progress Report - Old Projects.

a. Objective Examinations. The following progress has been made on the construction of objective tests within the Common Instruction courses of Staff Training:

<u>Course</u>	<u>Hours of Instruction</u>	<u>Items Completed</u>
		279
		65
		66
		136

Continued progress is being made on this program, and a weekly report will be made.

b. Holding Program. OPC has contributed the services of [] and members of his staff to assist TRC in the development of the Interim Training Program. [] acting as Project Officer, has outlined a program to be followed by [] in connection with all administrative matters and has outlined a plan for the development of a course curriculum for [] who will undertake his duties on 29 October 1951.

2. Items of Current Interest.

a. Work has been initiated on the final production of course catalogues outlining programs of instruction.

b. [] and D/ST held a conference with [] Chief, Administration Staff, OSO, in order to arrange clearance for [] to microfilm selected documents in OSS Archives which will be used as substantive material for the [] Course. Approval for microfilming was granted.

3. New Projects during Week. None.

4. Items of Administrative Interest. None.

[]
Deputy for Staff Training

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